**RETIREMENT ANNOUNCEMENT LETTER**

Date of Submission

Name of Immediate Supervisor

Title

Company

Address

City, State, ZIP Code

Dear **[Name of Supervisor]**

It is with great regret that I inform you of my planned retirement and therefore, subsequent resignation from this company. My last day would be on **[date]**.

This is not a decision that I am making lightly, however, I believe it is time that I conclude all the years I have put in this company. Please let me know if there is anything that I can do to make this transition easier for you and the rest of the team.

It has been a great pleasure working with you all these years. I wish you success in your future endeavors.

All the best,

 **[Your Name and Signature]**